



# WELCOME!

Many think summer camp is all about kids but this is only partially correct. Summer camp is also about developing godly leaders! You have been selected because a number of people including myself feel God has called you not only to lead children to Jesus but also to grow personally as a minister for The Master.

What an honor! What a responsibility!

This year I want to emphasize three major priorities. If you practice these daily, by the power of God's Spirit you will be successful in your new leadership role.

- 1). **Safety** - A godly leader puts the needs of others above his/her own needs. For example, He makes the physical safety of others, especially the campers, a top priority. Campers should always be supervised.
- 2). **Spirituality** - A godly leader not only walks with God but works to help others walk with Him as well. Every activity at summer camp should bring campers closer to Christ in some way! For Example, prayer or scripture reading before each activity, brief devotions in the cabins each morning and night, spontaneous acts of kindness and words of encouragement throughout the day.
- 3). **Fun** - Being a godly leader does not mean you can't have fun! Summer camp is the perfect place to have a good time with the good things God has made! Campers need to know three important things about God. 1). God made this earth for us to enjoy 2). God has created places like summer camp as an oasis in this fallen world. 3). God wants Christianity to be attractive! So go ahead! Enjoy yourself at camp this summer and make people want what you have in Christ.

I can't wait to see the awesome things Jesus is going to do through your ministry at camp this summer. Keep your eyes on Him and remember our three major priorities!

Making Ministers for the Master,

A handwritten signature in blue ink that reads 'Gary T. Blanchard'.

Pastor Gary



Golf Cart  
use is for  
Senior Staff

# Camp Philosophy

Adventist Camp Ministries (ACM) believes that in a camp setting, the study of the Bible and nature, in the context of wholesome social relationships and recreation, will place campers and guests in a Christ-centered environment which promotes physical, mental and spiritual development.

## Goals

- To be an integral part of the mission and life of the Church.
- To be a servant of the Gospel in terms of outreach and to become a resource to the community.
- To provide programming that focuses on God's creative and redemptive love.
- To recruit and train qualified staff for the camp's successful operation and program.
- To develop in campers a sense of responsibility and appreciation for the environment.
- To maintain a safe, fun, and spiritually sensitive atmosphere for each camper.
- To encourage networking to enable camps to share resources and camp information.
- To provide adequate facilities which are clean, attractive and safe for those who partake of them.
- To encourage Director certification and Camp Accreditation. (ACA)

NVR Summer Camp is an extension of both the Youth Ministries and Evangelism departments of the Texas Conference. It is our goal here at camp to accomplish far more than just providing a good time for the kids that

come through these gates. As a staff member, you are not just here as an employee or to carry out a "duty". Unless you begin to feel that you have been called by God Himself to this place and feel a passion to serve Him and the children that you will be ministering to, you may not make it through the next five weeks and most certainly will not be back here next summer. This is a ministry, and each one of you are ministers of God's grace and His principles to the kids who will be residents here this summer. It doesn't matter whether you have been asked to serve in the kitchen, at the barn, at the lake, etc., your mission remains the same. Our goals here at NVR are few but vital and imperative. If we fail to accomplish these **three objectives** this summer, we have quite simply wasted our time.

- *Mirror and reflect the character of Christ to all campers and fellow staff members.*
- *Take it personally to provide the safest and most secure environment possible*
- *Make camp a most memorable and enjoyable experience for every camper.*

Just one week at camp, could mean the difference between salvation and eternal loss for some young person. Allow yourself to be used by God this summer to impact the life of at least one child for eternity. You are an instrument this summer. It's not what *you* will accomplish, it's what Christ can accomplish *through* you that matters. **Remember, you cannot offer spiritually, that which you yourself do not possess.**



The next five weeks will be grueling yet extremely rewarding I promise, as long as you have the right attitude, the correct priorities and the appropriate objectives. The following pages will be vital to your success here as a staff member, so take time to read them now, and review them at least once a week. May God bless you abundantly this summer as you step forward and say to God: *“Here I am Lord, use me as You will, to do Your work and to accomplish Your plans in this place...”*

# The Camper Centered 10 Commandments

1. Outside of Christ, a camper is the most important person at camp.
2. A camper is not an interruption of my work, but the purpose of my work.
3. The campers are dependent upon me, so I had better be dependent upon Christ.
4. The campers are doing me a favor by giving me an opportunity to serve them.
5. A camper is a key part of the ministry process, not an outsider.
6. A camper is not a number or a statistic, but a real person, with real needs and true feelings, just like my own.
7. A camper is a person who brings needs I have the privilege of meeting through Christ.
8. A camper is deserving of the most courteous, safe and attentive treatment that I can possibly provide.
9. A camper is the person who makes it possible for the camp to pay my salary.
10. A camper is the life-blood of this and every other camp.

## ACA Required Camper Supervision Ratios CAMPER AGE NUMBER STAFF OVER NIGHT CAMPERS

Age Group	Number of Staff	Number of Campers
4-5 Yrs.	1	5
6-8 Yrs.	1	6
9-14 Yrs.	1	8
15-17 Yrs.	1	10

*\* Please note that these ratios do not give you the liberty to leave your cabin mates for personal reasons.*

### Other Areas Minimum Requirements for Supervision

Pool Area = American Red Cross (1 lifeguard per every 25 swimmers)

Canoeing = 1 lifeguard per class

Horsemanship = 2 staff members per every 12 riders

1 lifeguard per every boat 1 individual certified in First Aid at every work station (ACA)

2 counselors with each unit at every general activity; meals, worships, line call

2 staff members per camp vehicle/van when transporting campers

(2 staff / 10 campers per van)

# Summer Camp Staff Hiring Procedures

The Nameless Valley Ranch Summer Camp Program is operated by the Texas Conference of Seventh-day Adventists. Therefore camp staff members are selected primarily and foremost from SDA Universities and Academies with a special interest in supporting our students at Southwestern Adventist University. Others are also selected from among young people who are members of the Seventh-day Adventist Church in Texas but attend public or state institutions of Education. Those who are selected come highly recommended and endorsed by their pastors, teachers, churches, educational institutions and communities where they live, study and interact. We take pride and painstaking efforts to carefully process and select the very best counselors and staff that we can possibly encounter by the grace of God.

## **The following steps are undertaken in the hiring process:**

Applications are submitted along with three written recommendations which generally come in the form of a letter of endorsement from a pastor, teacher, work supervisor or respected adult in the community. After the applications and recommendations are carefully reviewed, the Camp Director will call or contact the applicant and setup a face to face interview at which time an effort is made to evaluate character, spirituality, integrity, maturity, level of responsibility and appreciation for children and a pre-determination is made as to whether or not to hire the applicant. If the Camp Director has decided to pursue hiring of the applicant, a staff agreement (contract) is drawn up and either mailed to or presented in person to the applicant. If the terms of the agreement (contract) are found to be satisfactory to the applicant, he/she signs, dates and returns the document to the Office of Youth Ministries. As of January, 2005, all applicants must also sign off on and undergo a thorough criminal and sex offense background check which is reviewed by the CFO/ Treasurer of the Texas Conference of SDA. Once background checks are ascertained and cleared by the various agencies, Conference Administration and the Camp Director, the hiring process is complete and the individual is notified in writing that either they have been hired, or declined for employment as a summer camp staff member. Applicants, who were born outside of the United States are required to provide current legal documentation from INS authorizing their ability to be employed in this country.



# Summer Camp Staff Code of Ethics

---

- 1. Attitude:** "...Be of good cheer..." (Jn. 16:33) We can work with any problem except a bad attitude. Support the program and be a "team" player at all times.
- 2. Character:** It all begins with your relationship with Christ. Integrity and accountability are the key issues of any valued employee. Your conduct and demeanor while at camp, should ever be consistent with the beliefs and principles of the Seventh-day Adventist Church.
- 3. Loyalty:** Each of you has been selected prayerfully & carefully. You will be expected to be loyal to God, our administration, each other and the campers. **No personal drama that interferes with your work will be tolerated.** Criticism of co-workers will not be tolerated. You are not here as an individual, but as a team. There is no such thing as: "...that's his/her job..." The camp program as a whole is our job.
- 4. Competence:** Strive for excellence in your work. Don't have a "get by" attitude, it will cause your demise. Don't burn your bridges. Take pride in your work. We are committed to making our summer camp program the very best!
- 5. Personal Appearance:** All staff are expected to exhibit appropriate dress standards using good taste and modesty. Although we want you to be comfortable, remember, you are staff, not campers. Your clothing should never call attention to your body. Avoid clothing that is too tight, or too loose. Attire for church should show a marked contrast from what you wear during the week. Questionable clothing should be addressed with the executive staff prior to use, as to avoid being sent back to your cabin or in worse case, forfeiting a day of salary. No jewelry is acceptable, with the exception of the trinkets that are manufactured in our own "fine" crafts department. Only natural looking makeup done in good taste will be allowed. Use only modest swimwear, no two piece for ladies. Staff shirts will be worn on Sundays during both check-out and registration. Your total look is an important combination of cleanliness, personal hygiene and personal grooming. You're an adult now, show maturity and good taste.
- 6. Staff Worships and Morning & Evening Worships:** Unless it is your day or time off, you are expected to be at staff worship and the other two worships. Reasons - your own spiritual health, solidarity and additional supervision of campers. With the exception of Sabbath, we will have staff worship every morning at 7:15 AM. Be on time and be lucid.
- 7. Your Personal Vehicle:** You're welcome to have you own car here at camp, but there are a few guidelines. It should remain parked in a convenient location unless you are leaving camp on either day or time off. Barn & Canoeing Staff will be allowed one vehicle each at their locations. No campers are allowed in staff vehicles at any time. If you loan your vehicle to another staff member, ensure that they are properly licensed and insured. If not, you are liable.
- 8. Availability:** When you signed your contract, you agreed to willingly be available

for any task that camp administration considers necessary for success of the overall camp ministry's needs regardless of your primary job Summer Camp Staff Code of Ethics description. Remember code #1, your positive attitude will equip you to be a blessing as a staff member and mentor to the kids. All members of staff will participate on the night programming. Be punctual and responsible.

**9. Staff Curfew:** Lights out for campers will be at 10:30 PM. Staff members are welcomed to sit out in the **lounging quarters of your cabin** and read, write letters, quietly converse or meditate until 11:30 PM at which time you are expected to go to bed and to sleep. In an effort to avoid staff coming in bug-eyed and listless to staff worships, make every effort to obtain a minimum of 7 hours of sleep every night. Unauthorized movement around the camp after 10:30 PM. will be dealt with very sternly. Male staff in girls' village and likewise female staff in guys' village at any time (off the road) can lead to immediate termination!

**10. Male-Female Association / Dating:** You were selected as a staff member because you are trusted. We encourage you to be friends with all staff members. Use good judgment at all times in your relationships, modeling exemplary Christian behavior at all times. Remember, your conduct either reinforces good conduct, or facilitates wrong behavior from the campers. As long as your relationship does not interfere with your work ethic, you'll be fine. If we have to approach you concerning inappropriate behavior or contact, we will only have that conversation once... No PDA will be allowed at camp between unwed staff members. Remember the biblical counsel: "...avoid even the appearance of evil..." (1 Thes. 5:22) No guys are allowed on the girl's village and no girls in the guy's village.

**11. Staff-Camper Relationships:** Be friendly and courteous to all campers. **ALL staff-camper relationship beyond friendship/mentorship is strictly prohibited. Your relationship with campers must follow the protocol of the Child Abuse Training received during staff week.** It should be that of an older brother or sister, encouraging, protecting and mentoring them. Remember mild physical contact should be limited to the top of the head, shoulders or elbow. Anything beyond that is considered inappropriate.

**12. Days Off:** All staff is entitled to a scheduled day off each week. Days off will be coordinated by the personnel director in counsel with the executive directors. A day off would begin after evening worship and extend till the conclusion of evening worship the following day. Any time outside of those scheduled hours would need to be cleared through one of the executive directors. Staff is expected to use scheduled days off in a productive way. Try not to hang around camp on your day off. Short of an unforeseen emergency, failure to return to duty on time may result in the forfeiture of the following week's day off.

**Time Off:** Counselors will also enjoy 2 1/2 hrs. of time off each day. **This is a privilege and not a right.**

Breakfast: 7:30a-10:00 \*Your presence is promptly expected at the beginning of 1st period.

Lunch: 12:30p-3:00p \*Your presence is promptly expected at the beginning of 3rd period.

Dinner: 5:30p-8:00p \*If you choose to come to the recreational activity during your time off, you are expected to participate and interact with the campers.

Schedule for days & time off will be posted in the staff lounge and will be coordinated by the boy's and girl's directors.

**13. Closed Campus Policy:** Due to safety and security concerns, we have a closed-

campus policy. **All visitors must be pre-approved by the Summer Camp Director. Visitors are expected to check in at the office immediately upon arrival.** If you notice any suspicious activity please notify over the radio immediately. Encourage visitors not to come during your work hours.

**14. Staff Discipline:** All staff disciplinary issues will be handled by the executive directors. The following represents the common protocol for dealing with staff disciplinary issues:

- a) Bad attitude or the violation of a written or stated camp policy may result in one day suspension or the loss of one day's salary.
- b) The use of an alcoholic beverage, cigarettes, drugs or controlled substances will result in an immediate termination.
- c) Sneaking off from your cabin will be dealt with severely and can result in immediate termination.

Counselors are expected to remain with their cabins.

*A staff member's contract may be terminated by the executive directors for the failure to comply with camp policies, inadequately performing duties, improper conduct or a continued negative attitude. In the case of early departure or contract termination, the staff member's salary will be pro-rated.*

**15. Camper Discipline:** As staff, we are here to serve the campers. Love and understanding toward all campers is anticipated and expected. Discipline should be done in love, consistent, based on principle, non-biased, and should follow protocol. Counselors should strive to resolve all disciplinary issues themselves, not allowing them to become larger, uncontrollable issues. The following principles should be adhered to closely when disciplining a camper:

1. *Corporal punishment, including spanking is strictly prohibited.*
2. *No camper shall be subjected to cruel or severe punishment, humiliation or verbal abuse.*
3. *No camper shall be denied either food or shelter as a form of punishment.*
4. *Never discipline a camper while alone. Protocol for camper disciplinary action: counselor or staff member – boys' or girls' director – personnel director – executive directors.*

*\*Remember to fill out an incident report, with as much detail as possible, after an incident involving disciplinary action. This is for **your** benefit.*

**16. Staff Lounge:** The staff lounge located in the director's cabin (flag pole), is the place that is used for staff worship, and the relaxation of staff during time off. It is not a place to go and be rowdy or cuddle with individuals of the opposite sex. Movies are available for staff viewing, some table games, or perhaps it can be just a place to read or nap. Keep staff lounge clean, if you use it, keep it tidy. Only snacks are allowed therein, not full fledged meals. Don't be responsible for the whole staff losing the use of the staff lounge.

**17. Dietary Needs:** The kitchen is a place of work and food preparation. No staff outside of kitchen staff will be allowed in the kitchen area. Unless you have been hired to work in the kitchen, please stay out! Please partake of the three meals that are offered each day. Do not hold food or beverages with the exception of water or Gatorade in your cabins. Do not make special dietary requests or observations of the Food Service Supervisor or the staff. Any such observations or remarks should be directed through the executive directors.

**\*If you are asked to help serve please wear proper attire: Close toed shoes, remove nail polish, gloves, and hairnet.**



# **DAILY SCHEDULE**

## **Cub and Junior Camp**

**(Monday-Thursday)**

---

<b>6:30 AM</b>	<b>Staff Rise and Shine- Personal Worship Time</b>
<b>7:15 AM</b>	<b>Staff Council- Worship and Announcements</b>
<b>7:45 AM</b>	<b>Flag Raising- units line up, roll call, announcements</b>
<b>8:00 AM</b>	<b>Breakfast- Counselors Take Roll</b>
<b>8:30-9:00 AM</b>	<b>Cabin Cleaning- Leave ready for the morning activities</b>
<b>9:15-9:45 AM</b>	<b>Morning Worship- Cabins sit together</b>
<b>10:00-11:00AM</b>	<b>1st Period- Directors Take Roll</b>
<b>11:15 AM-12:15</b>	<b>2nd Period- Directors Take Roll</b>
<b>12:30 PM</b>	<b>Lunch- Counselors Take Roll</b>
<b>1:30-2:45 PM</b>	<b>Rest and Relaxation- Quiet R&amp;R in cabins</b>
<b>3:00-4:00 PM</b>	<b>3rd Period- Directors Take Roll</b>
<b>4:15-5:15 PM</b>	<b>4th Period- Directors Take Roll</b>
<b>5:30 PM</b>	<b>Supper- Counselors Take Roll</b>
<b>6:30 PM</b>	<b>Flag Lowering- roll call, mail, announcements</b>
<b>6:45-7:30 PM</b>	<b>Recreational Activity</b>
<b>7:45 PM</b>	<b>Evening Worship: The Journey- The Love of the Guardian</b>
<b>10:00 PM</b>	<b>TAPS- Campers in bed, quiet, lights out</b>
<b>11:30 PM</b>	<b>STAFF CURFEW</b>

# **DAILY SCHEDULE**

## **Tween Camp**

### **(Monday-Thursday)**

---

<b>6:30 AM</b>	<b>Staff Rise and Shine- Personal Worship Time</b>
<b>7:15 AM</b>	<b>Staff Council- Worship and Announcements</b>
<b>7:45 AM</b>	<b>Flag Raising- units line up, roll call, announcements</b>
<b>8:00 AM</b>	<b>Breakfast- Counselors Take Roll</b>
<b>8:30-9:00 AM</b>	<b>Cabin Cleaning- Leave ready for the morning activities</b>
<b>9:15-9:45 AM</b>	<b>Morning Worship- Cabins sit together</b>
<b>10:00-11:00AM</b>	<b>1st Period- Directors Take Roll</b>
<b>11:15 AM-12:15</b>	<b>2nd Period- Directors Take Roll</b>
<b>12:30 PM</b>	<b>Lunch- Counselors Take Roll</b>
<b>1:30-2:45 PM</b>	<b>Rest and Relaxation- Quiet R&amp;R in cabins</b>
<b>3:00-4:00 PM</b>	<b>3rd Period- Directors Take Roll</b>
<b>4:15-5:15 PM</b>	<b>4th Period- Directors Take Roll</b>
<b>5:30 PM</b>	<b>Supper- Counselors Take Roll</b>
<b>6:45 PM</b>	<b>Flag Lowering- roll call, mail, announcements</b>
<b>7:00-8:00 PM</b>	<b>Recreational Activity</b>
<b>8:15 PM</b>	<b>Evening Worship: The Journey- The Love of the Guardian</b>
<b>10:30 PM</b>	<b>TAPS- Campers in bed, quiet, lights out</b>
<b>11:30 PM</b>	<b>STAFF CURFEW</b>

# **DAILY SCHEDULE**

## **Teen Camp**

### **(Monday-Thursday)**

---

<b>6:30 AM</b>	<b>Staff Rise and Shine- Personal Worship Time</b>
<b>7:15 AM</b>	<b>Staff Council- Worship and Announcements</b>
<b>7:45 AM</b>	<b>Flag Raising- units line up, roll call, announcements</b>
<b>8:00 AM</b>	<b>Breakfast- Counselors Take Roll</b>
<b>8:30-9:00 AM</b>	<b>Cabin Cleaning- Leave ready for the morning activities</b>
<b>9:15-9:45 AM</b>	<b>Morning Worship- Cabins sit together</b>
<b>10:00-11:00AM</b>	<b>1st Period- Directors Take Roll</b>
<b>11:15 AM-12:15</b>	<b>2nd Period- Directors Take Roll</b>
<b>12:30 PM</b>	<b>Lunch- Counselors Take Roll</b>
<b>1:30-2:45 PM</b>	<b>Rest and Relaxation- Quiet R&amp;R in cabins</b>
<b>3:00-4:00 PM</b>	<b>3rd Period- Directors Take Roll</b>
<b>4:15-5:15 PM</b>	<b>4th Period- Directors Take Roll</b>
<b>5:30 PM</b>	<b>Supper- Counselors Take Roll</b>
<b>6:45 PM</b>	<b>Flag Lowering- roll call, mail, announcements</b>
<b>7:00-8:00 PM</b>	<b>Recreational Activity</b>
<b>8:15 PM</b>	<b>Evening Worship: The Journey- The Love of the Guardian</b>
<b>11:00 PM</b>	<b>TAPS- Campers in bed, quiet, lights out</b>
<b>11:30 PM</b>	<b>STAFF CURFEW</b>

# FRIDAY SCHEDULE

---

<b>6:30 AM</b>	<b>Staff Rise and Shine- Personal Worship Time</b>
<b>7:15 AM</b>	<b>Staff Council- Worship and Announcements</b>
<b>7:45 AM</b>	<b>Flag Raising- Units line up, roll call, announcements</b>
<b>8:00 AM</b>	<b>Breakfast- Counselors Take Roll</b>
<b>8:30-9:00 AM</b>	<b>Cabin Cleaning- Leave ready for the morning activities</b>
<b>9:15-9:45 AM</b>	<b>Morning Worship- Cabins sit together</b>
<b>10:00-11:00AM</b>	<b>1st Period- Directors Take Roll</b>
<b>11:15-12:15 AM</b>	<b>2nd Period- Directors Take Roll</b>
<b>12:30 PM</b>	<b>Lunch- Counselors Take Roll</b>
<b>1:30-2:45 PM</b>	<b>Rest and Relaxation- Quiet R&amp;R in cabins</b>
<b>3:00-4:00 PM</b>	<b>3rd Period- Directors Take Roll</b>
<b>4:15-5:15 PM</b>	<b>4th Period- Directors Take Roll</b>
<b>5:30 PM</b>	<b>Flag Lowering- roll call, mail, announcements</b>
<b>6:45 PM</b>	<b>Agape Feast</b>
<b>8:30 PM</b>	<b>Evening Worship: The Journey- The Love of the Guardian</b>
<b>11:00 PM</b>	<b>TAPS- Campers in bed, quiet, lights out</b>
<b>11:30 PM</b>	<b>STAFF CURFEW</b>

**\*Cub and Junior week: Curfew @ 10:30 p.m.**

# SATURDAY SCHEDULE

## HAPPY SABBATH!

---

<b>8:00 AM</b>	<b>Breakfast in Cabins</b>
<b>10:00 AM</b>	<b>Sabbath Service</b>
<b>12:00 PM</b>	<b>Lunch, Cabin pictures</b>
<b>1:30-2:45 PM</b>	<b>Rest and Relaxation- Quiet R&amp;R in cabins</b>
<b>3:00 PM</b>	<b>Afternoon Activity</b>
<b>5:00 PM</b>	<b>Supper- Counselors Take Roll</b>
<b>6:00 PM</b>	<b>Baptisms</b>
<b>7:30 PM</b>	<b>Sundown Service at The Rim</b>
<b>8:30 PM</b>	<b>Week in Review, Honor Cabin Winners</b>
<b>9:15 PM</b>	<b>Recreational Activity</b>
<b>11:00 PM</b>	<b>Honor Cabin Party</b>
<b>12:00 PM</b>	<b>TAPS- Campers in bed, quiet, lights out</b>
<b>12:30 PM</b>	<b>STAFF CURFEW</b>

**\*Cub and Junior Weeks:  
Honor Cabin Party- 10:30p.m.  
Curfew- 11:00p.m.**

# SUNDAY SCHEDULE

---

<b>7:30 AM</b>	<b>Staff Rise and Shine- Personal Worship Time</b>
<b>8:00 AM</b>	<b>Breakfast- Counselors Take Roll</b>
<b>9:15-9:45 AM</b>	<b>Morning Worship- Cabins sit together</b>
<b>10:00 AM</b>	<b>Camper Check out (ongoing all morning)-*Verify I.D. and Signatures</b>
<b>10:00-11:30 AM</b>	<b>Cabin Cleaning</b>
<b>11:30 AM</b>	<b>General Staff Meeting- Mandatory</b>
<b>12:00 PM</b>	<b>Lunch</b>
<b>2:00- 5:00</b>	<b>Camper Registration- Counselors in cabin ready for camper and parent arrival</b>
<b>3:00-5:00 PM</b>	<b>Swim Tests- A counselor must accompany camper(s).</b>
<b>5:30 PM</b>	<b>Supper- Counselors Take Roll</b>
<b>6:45 PM</b>	<b>Flag Lowering- roll call, mail, announcements</b>
<b>7:00-8:00 PM</b>	<b>Recreational Activity</b>
<b>8:15 PM</b>	<b>Staff Introductions and Evening Worship</b>
<b>10:30 PM</b>	<b>TAPS- Campers in bed, quiet, lights out</b>
<b>11:30 PM</b>	<b>STAFF CURFEW</b>

# Rainy Day Schedule

---

Cafe (Pool/Lake)

- Organized games

Sports (Nature Bldg)

- Interactive Games

Barn or Cafe (Barn/Canoes)

- Soccer or other games

Crafts (Mt .Biking <Crafts>)

- Easy crafts such as beads

\*Movies may also be provided

If the weather is unfit for activities an announcement will be made on the radio. For safety reasons campers must remain with their class. Switching stations is not an option during this time. For any special arrangements please contact the activities director (Jessica Knight) .

# FLAG RAISING & LOWERING

Day	Raising - 7:30 a.m. Female Staff	Lowering - 6:45 p.m. Male Staff
Sunday	Female Staff	Male Staff
Monday	Cabin #11A	Cabin #1
Tuesday	Cabin #11B	Cabin #2
Wednesday	Cabin #14A	Cabin #3
Thursday	Cabin #14B	Cabin #4
Friday	Cabin #15A	Cabin #5
Sabbath	Cabin #15B	Cabin #6

## KITCHEN DETAIL

Day	BREAKFAST	LUNCH	SUPPER
Sunday	Kitchen Staff	Kitchen Staff	Kitchen Staff
Monday	Cabin #11A	Cabin #1	Cabin #1
Tuesday	Cabin #11B	Cabin #2	Cabin #2
Wednesday	Cabin #14A	Cabin #3	Cabin #3
Thursday	Cabin #14B	Cabin #4	Cabin #4
Friday	Cabin #15A	Cabin #5	Cabin #5
Sabbath	Cabin #15B	Cabin #6	Cabin #6



# Counselor's Sunday Check List

Staff name _____	Cabin # _____
Date _____	Director's Signature _____

- Bunks clean. Please look under the mattresses for pills, wrappers, used tissue, etc.
- Used mattresses wiped down with disinfectant water between each camp
- Floors swept
- Trash carried to dumpsite.
- Screens on all windows.
- Grounds around cabin picked up.
- Fire escape plan posted on a wall in each bedroom area and cabin foyer.
- All smoke detectors working.
- All cleaners, disinfectants, solvents, paints, etc. are not stored under bathroom sinks. Must be in a locked cabinet or stored in the mop room at the cafeteria.
- Kitchen area clean. The kitchen is not a private lounge for the staff. Staff are to sleep with the campers. Kitchen should be free of clothing, trash and dirt. Refrigerator should be organized, clean and neat and only used for drinks, by orders of regulation of the A.C.A.
- Be visible and wearing Camp Staff shirt to greet campers and parents.

Please have your Assistant Director to check your cabin and sign this check list when you have completed the Sunday morning clean up.

**These are parameters of the Texas Health Department**

# Assistant Director's Sunday Checklist

- Check all cabins. Be sure they are clean and ready for the new campers.
  
- Sign the Counselor's Sunday Checklist. Collect and turn them in to the Camp Director.
  
- Please collect all Camp Sign Out Sheets from the Counselors and turn them in to the Camp Director by 5:30 p.m.
  
- Remind the Counseling Staff that the children are their responsibility until each one has left the premises.
  
- Please be visible and wearing your Summer Camp Staff shirts to greet campers and parents.



# JOB DESCRIPTIONS

---

## SUMMER CAMP DIRECTOR & ASSISTANT DIRECTOR

**Objective:** Operate a safe and fun camp where campers and staff have the opportunity to grow spiritually, mentally, physically and socially.

**Specific Duties:**

- Supervise all staff
- Make camp policies.

## SECRETARY/BOOKKEEPER

**Objective:** Help with paperwork and financial bookkeeping.

**Specific Duties:**

- Enter campers and cabins into computer database.
- Miscellaneous secretarial duties.
- Deal with camp store refunds.
- Key check detail into computer.
- Write camper refund checks when necessary.
- Answer phone, make photocopies, type.



## REGISTRATION COORDINATOR

**Objective:** Plan, organize and supervise registration. Assist summer camp director in answering questions, solving problems, and seeing that the whole process goes smoothly.

**Specific Duties:**

- Assign and supervise camp staff in consultation with SC Director to their roles at registration:
  - \* Payment and receipt station
  - \* Cabin sign-up
  - \* Health check-in
  - \* Activity sign-up
  - \* “Go-fers”/runners
- See that all necessary supplies, signs, etc., are at the cafeteria.

## CAMP PASTOR

**Objective:** Our pastors are special spiritual individuals who are chosen to minister to our staff as well as to our campers. Their time is free in order for them to attend the activities of their choice and develop personal friendships with the campers and staff. Our goal is to lead children to Jesus Christ. We do that by loving them and affirming them in an atmosphere of camp fun.

**Specific Duties:**

- Be prepared to speak to the camp during “Camp Council” for 10 minutes and during “Camp Fire” for 20 minutes beginning Monday morning.



- Make “appeals” for the campers to accept Christ as their personal Savior and to be baptized. Those youth who choose to be baptized will need to meet the following criteria before they may be baptized at camp. They must have a basic understanding of Salvation; have parental and home pastoral consent; camp pastor and director must be willing to officiate.
- The cabin counselors will be inviting the camp pastor to lead out in cabin worships, assist in counseling campers or to sit with cabins during meal time.
- Most campers are led to Christ during one-on-one opportunities. The camp Pastor seeks spiritual opportunities to turn the camper’s thoughts toward Christ and spirituality.

## **CAMP NURSE**

**Objective:** Care for and dispense all medications including over-the-counter drugs. A locked container is kept in the infirmary refrigerator.

### ***Specific Duties:***

#### **\*During Registration**

- Campers must pass by the Medical Station and have the nurse check the medical portion of the camper’s application, accept all medications, and ask any questions of the guardian that might be necessary.
- We ask that our nurses be at camp by 12 noon on Sunday and have lunch with them so that we can all be briefed and ready for registration which officially begins at 2:00 p.m.

#### **\*In Case of an Accident**

- Render treatment and evaluate the hurt child. If necessary, consult with the doctor who has issued standing orders. The nurse or camp director issues INSURANCE CLAIM FORM and camper is transported to see the doctor or the emergency room. The Men’s’ or Women’s’ Director should be advised that a camper is going to miss their next activity in order to prevent a “Missing Persons Emergency” from developing when role call is taken at the next activity.
- As soon as possible, the nurse will contact the camper’s parents regarding their child’s sprained ankle or bodily trauma to ask for advise and/or assure them of their child’s condition.
- The nurse should read the Emergency Situation Policies posted on the infirmary wall which relate to a “Mission Camper”, “Fire”, “Stormy Weather”, and “Epidemics”. Should a situation of epidemic proportions break out, the camp nurse will evaluate the situation and confer with the doctor if need be. A A.C.A. book is on display in the infirmary explaining the recommended roles of a camp nurse in further detail.
- The nurse is free to move around the camp. He/She is expected to leave a notice on the infirmary door regarding his/her location and should always take their radio with them.

## **ACTIVITIES DIRECTOR**

### ***Specific Duties:***

- Sign each camper up for activities at registration
- Keep the following records: Activity Roster—a list by class, showing who is signed up for each activity at each of the four.

- Supervise the switching, dropping, and adding of classes.
- All campers need to see the Activity Director to make any schedule changes.

- Visit each activity regularly to:
  - See that the class is being taught properly.
  - See that each camper is attending the right class.
  - Watch for safety issues.
- Make sure that the honor requirements are met in each class.
- Award all earned Honor Cards to each camper at the end of the week.

### **BOYS' AND GIRLS' DIRECTOR**

**Objective:** Make sure campers and staff are safe, happy, having fun, and making friends.

**Specific Duties:**

- Assign campers to unit/cabins during registration.
- Lead out in line calls and do daily cabin inspection.
- Assign “unit responsibilities” and see that they are done.
- Check cabins at and after curfew and during rest period.
- Reward units for exceptional behavior.
- Solve problems among staff and campers.
- Make schedule for days off.
- Help where needed (errand, taking kids to hospital, etc.)
- Watch for safety issues. 16



### **COUNSELOR**

**Objective:** Directly supervise the cabin/unit. Responsible for spiritual, mental, physical, and social wellbeing and development of each camper during their time at camp.

**Specific Duties:**

- Make sure campers know and obey all camp rules. Be on time to all camp activities.
- Welcome campers as they arrive. Be enthusiastic. Sunday is the day that campers and parents form first impressions of camp. Look sharp, be energetic, and introduce campers to camp, other campers and staff.
- Know where each of your campers is at all times. Report sickness or medical problems to the camp nurse promptly.
- Lead morning and evening cabin worship.
- Supervise cabin clean-up and camper check-out at the end of each camp.
- Actively participate with campers in all parts of camp life.
- Help kids be courteous and Christian at mealtime (No loud talking, bad table manners, running in cafeteria, etc.)
- Use group decision-making processes as much as possible rather than authoritarian parent child control methods.
- Get to know each camper’s spiritual condition, plan time alone with each of them, so you explore their relationship with God. Be a Pastor and minister to them. Counsel them, encourage them, guide them, and educate them. Share God’s love with them.

- Build a unit. Plan special activities, walks, stories, etc., build a team/family spirit.
- Develop your counseling skills. Read *How to be a Successful Camp Counselor*, talk with division directors, camp pastors, and other counselors to become a better counselor/pastor.
- Be sensitive to camper behavior in all meetings (campfires, camp council, Sabbath School, etc.), so that an individual will not be a disruptive influence on fellow campers or program participants, watch your cabin carefully.
- Plan time alone with each camper when you can zero in on the camper or his/her relationship with the Lord.
- Plan special unit activities with campers to build a sense of unit cohesiveness and unity through cabin walks, rest period time, story sessions, camp-outs, etc.
- Assist instructors in classes as assigned.
- Engage in a program of personal development and continuing education for further refining counseling skills.
- Plan your cabin's bathing schedule so your group will have warm water.
- Lead out daily cabin devotions both in the morning and evening.

### **STAFF -IN-TRAINING (S.I.T.'S)**

**Objective:** The job of a S.I.T. is assigned by the Camp Director. The S.I.T. is not 18 years old and is not given full counselor status. Their basic job is to assist in all areas, including all points above. To be an S.I.T. is a true privilege and serves as preparation to be considered to serve as Counselor in the future. **S.I.T's will report to the directors for job assignments on a daily basis.**

### **CRAFTS COORDINATOR**

**Objective:** Coordinate Crafts activity area, including crafts, ceramics, leather craft, model rocketry and woodworking and photography.

**Specific Duties:**

- Inventory of all supplies and equipment on hand at beginning and end of camp. Make recommendations for additions for next year. Keep equipment in good condition.
- Prepare and teach, with the help of your instructors, all of the above classes in a way that is safe and fun. Complete the AY Honor (if there is one) in your class, making sure campers complete requirements and keep standards high.
- Make a list of campers who have completed the requirements for the Adventist Youth Honors that you and your instructors have taught.
- Have or earn at camp the honor in all classes being taught.

### **CRAFTS INSTRUCTOR**

**Objective:** Assist coordinator, teaching campers and helping them earn honors in the activity.

See that the activity is done safely. Show campers how much fun the activity is.

**Specific Duties:**

- Have or earn the honor in all classes being taught.
- Teach the honor in a fun and interesting way.
- Keep high standards for meeting requirement.
- Help take care of equipment and supplies.



- Have materials laid out and ready to begin before campers arrive.

## **LAKE COORDINATOR**

**Objective:** Coordinate Lake Activity area, including the teaching of Water-skiing and Advanced Waterskiing.

### **Specific Duties:**

- Have the RED CROSS LIFEGUARD certificate.
- Make sure that all campers and staff wear P.F.D.s (personal flotation devices) at all times while in canoes or other boats.
- Inventory all supplies and equipment on hand at beginning and end of camp. Make recommendations for additions for next year. Keep equipment in good condition.
- Prepare and teach, with the help of your instructors, all of the above classes in a way that is safe and fun. Complete the AY Honor (if there is one) in your class, making sure campers complete requirements and keep standards high.
- Make a list of campers who have completed the requirements for the Adventist Youth Honors that you and your instructors have taught. Give the list to your activities director Friday at supper.
- Have or earn the honor in all classes being taught.
- Practice safety at the lake. No swimming at the shore. Conform to state laws and regulations.
- Watch for camper/public interaction.
- Have a quarter for the pay phone in case of an emergency. 18

## **LAKE INSTRUCTOR**

**Objective:** Assist coordinator, teaching campers and helping them earn honors in the activity. See that the activity is done safely. Show campers how much fun the activity is.

### **Specific Duties:**

- Have the RED CROSS LIFEGUARD certificate.
- Make sure that all campers and staff wear P.F.D.s (personal flotation devices) at all times while in canoes or other boats.
- Have or earn the honor in all classes being taught.
- Teach the honors in a fun and interesting way.
- Keep high standards for meeting requirements.
- Help take care of equipment and supplies.



## **LAKE LIFEGUARDS**

**Objective:** Keep the campers alive and well by practicing of the rules of Lake Safety.

### **Specific Duties:**

- Lifeguards ride in the boat.
- Reinforce the following rules:
  - Wear life jackets while in the boat at all times.
  - All passengers remain seated until boat comes to a complete stop and the driver invites them to leave.
  - No horse playing around the boat.
  - Driving, operating and stopping the



boat is the driver's responsibility. Watch the campers.

- Be sure to follow Red Cross procedures for saving drowning victims.
- Remain with the victim giving aid until help arrives.
- Know and follow diving procedure for finding a missing person supposedly drowned in the lake.
- Within the hour of an incident write an account of the crisis for the record.
- Record incidents.

## **POOL COORDINATOR**

**Objective:** Coordinate Pool Activity area.

**Specific Duties:**

- Have the RED CROSS WATER SAFETY INSTRUCTOR certificate.
- Inventory all supplies and equipment on hand at the beginning and end of camp. Make recommendations for additions for next year. Keep equipment in good condition.
- Prepare and teach, with the help of your instructors, all of the above classes in a way that is safe and fun. Complete the AY Honor (if there is one) in your class, making sure campers complete requirements and keeping standards high.
- Make a list of campers who have completed the requirements for the Adventist Youth Honors that you and your instructors have taught.
- Have or earn the honor in all classes being taught.

## **POOL INSTRUCTOR**

**Objective:** Assist coordinator, teaching campers and helping them earn honors in the activity. See that the activity is done safely. Show campers how much fun the activity is.

**Specific Duties:**

- Have RED CROSS LIFEGUARD certificate.
- Have or earn the honor in all classes being taught.
- Teach the honor in a fun and interesting way.
- Keep high standards for meeting requirement.
- Help take care of equipment and supplies.

## **PROGRAM DIRECTORS**

**Objective:** Plan, prepare, and direct fun and exciting programs that encourage spiritual growth.

**Specific Duties:**

- Responsible for planning, preparing materials such as costumes, sites, props, etc. and recruiting people to help with the presentation of the following programs:
  - Campfire
  - Camp council
  - Friday afternoon activity periods
  - Sabbath activities—Sabbath School, Church and Sabbath activity periods
  - Closing ceremonies



## SPORTS COORDINATOR

**Objective:** Coordinate Sports activity area, including the teaching of basketball, canoeing, volleyball, biking, fishing, and archery.

**Specific Duties:**

- Organized recreation.
- Inventory all supplies and equipment on hand at the beginning and end of camp. Make recommendations for additions for next year. Keep equipment in good condition.
- Prepare and teach with the help of your instructors, classes in a way that is safe and fun.

Complete the AY Honor (if there is one) in your class, making sure campers complete requirements and keep standards high.

- Make a list of campers who have done the requirements and keep standards high.
- Make a list of campers who have done the requirements for the AY Honors that you have taught.
- Have or earn the honor in all classes being taught. 20



## SPORTS INSTRUCTOR

**Objective:** Assist coordinator, teaching campers and helping them earn honors in the activity.

See that the activity is done safely. Show campers how much fun the activity is.

**Specific Duties:**

- Inventory all supplies and equipment on hand at beginning and end of camp. Make recommendations for additions for next year. Keep equipment in good condition.
- Prepare and teach, with the help of your instructors, classes in a way that is safe and fun. Complete the AY Honor (if there is one) in your class, making sure campers complete requirements and keep standards high.
- Make a list of campers who have done the requirements for the AY Honors that you have taught.
- Have or earn the honor in all classes being taught.

## NATURE AND CAMP CRAFT COORDINATOR

**Objective:** Coordinate Nature/Camp Craft activity area.

**Specific Duties:**

- Inventory all supplies and equipment on hand at the beginning and end of camp. Make recommendations for additions for next year. Keep equipment in good condition.
- Prepare and help your instructors teach, all of the above classes in a way that is safe and fun.

Complete the AY Honor, if there is one in your class, making sure campers complete requirements and keep standards high.

- Make a list of campers who have completed the requirements for the AY Honors that you and your instructors have taught.
- Have or earn the honor in all classes being taught.

## NATURE AND CAMP CRAFT INSTRUCTOR

**Objective:** Assist coordinator, teaching campers and helping them earn honors in the activity. See that the activity is done safely. Show campers how much fun the activity is.

**Specific Duties:**

- Have or earn the honor in all classes being taught.
- Teach the honors in a fun and interesting way.
- Keep high standards for meeting requirements.
- Help take care of equipment and supplies.



# What Is A Counselor?

---

Somewhere between adolescence and adulthood there occurs in human development an age which is physically and psychologically impossible. It is that unfathomable stage known as the camp counselor, a creature undefined by psychologists, misunderstood by camp directors, worshipped by campers, either admired or doubted by parents, and unheard of by the rest of society.

A camp counselor is a rare combination of doctor, lawyer, Indian, and chief ... a competent child psychologist with sophomore textbook s proof ... and underpaid baby-sitter with neither television nor refrigerator ... a strict disciplinarian with a twinkle in his eye ... a minister of and to all faiths ... a referee, a coach, teacher, and advisor ... the example of adulthood in worn-out tennis shoes, a sweatshirt two sizes too large and a hat two sizes too small ... a humorist in a crisis, a doctor in an emergency, and a song leader, entertainer, and play director ... an idol with his head in a cloud of wood smoke and his feet in the mud ... a comforter in a leaky tent on a cold night and a pal who has just loaned someone his last pair of dry socks ... a teacher of the out-of-doors, knee-deep in poison oak.

A counselor dislikes the morning bell, waiting in line, cabin inspection, and rainy days ... is fond of sunbathing, exploring, teaching New Games, and days off ... is handy for patching up roken friendships, bloody noses, and torn jeans ... is good at locating lost bathing suits, fixing ax handles, and playing the uke ... is poor at crawling out of bed on rainy mornings, building fires, and getting to bed early.

A counselor is friendly guide in the middle of a cold, dark, wet night ... is a dynamo on a day off, exhausted the next day, but recuperated in time for the next day off.

Who but a counselor can cure homesickness, air out wet bedding, whistle “Dixie” through his fingers, carry two packs, speak Pig Latin in French, stand on his hands, and eat four helpings of ice cream?

A counselor is expected to repair ten years of damage to Johnnie in ten days, make Julie into a woman, rehabilitate Mike, allow Joan to be an individual, and help Jimmy adjust to a group. He is expected to lead the most prized possessions of parents much older than he ... is expected to lead them in fun and adventure, even when his head aches; to teach them to live in the out-of-doors, even though he spends nine months a year in the city; to teach indigenous activities, when he can’t even spell the word; to guide youngsters in social adjustment when he hasn’t even reached legal age; to ensure safety and health with a sunburned nose, a band aid on his thumb, and a blister on his heel.

For all this he is paid enough to buy the second text book in psychology, some aspirin, some new socks, and some new tennis shoes. You wonder how he can stand the pace and the pressure. You wonder if he really knows how much he is worth. And somehow, you realize **you can never pay enough when, as he leaves in July, he waves good-bye and says, “See ya next year!” because he has seen God use him as he has never been used by Him before, and that makes it all worthwhile.**

# Understanding Your Adventurer Camper

## (Ages 7-9)

1). They're **ACTIVE**, running, playing (and sometimes working) hard. But their energy level fluctuates. They overexert and then become tired.

Pace him, keep him from wearing out, provide time to rest quietly. Show him how he can use his energy for the Lord.

2). Likes to **MAKE THINGS**, draw/express self, tell stories.

Encourage him to attempt small projects, which do not have a lot of detail. He will enjoy making a craft which is practical, something he can give to someone.

3). He has an **ACTIVE IMAGINATION** and **MEMORIZE** easily. He can imagine what might have happened in a given situation and put himself in the place of another.

Tell stories with lots of detail, including sound effects. For example, talk about the swish of Peter's fishing net, the kind of slingshot David used, the style and color of Bible clothes. Encourage memorization of scriptures, the books of the Bible, etc.

4). Has a **SHORT ATTENTION SPAN** of about 1-2 minutes, sometimes a little longer, gets tired of sitting, needs to move and use up some energy.

Change pace frequently, let him choose activities, use variety when presenting the Bible. Ask questions, use visual aids. Don't expect to sit still for long.

5). He **LIKES STORIES** with good plots. Boys like animal stories and girls like stories about children and family experiences.

Keep the action moving! Include conversation, make people and situations seem real. Include a practical application, they don't get "hints"!

6). He's **RELATIVELY EASY TO DISCIPLINE**. Give some freedom of choice, but be consistent.

Let him choose activity if possible. Give him attention and show him you like him. Give Positive Reinforcement. Explain the "why" of camp rules and God's rules.

7). He **NEEDS SATISFYING EXPERIENCES**. Make it as easy and simple as possible for him to obey you. Give him an opportunity to win a special privilege for good work. Help him learn to love and desire to please God.

# Understanding Your Junior Camper

## (Ages 10-12)

1). Juniors like **PHYSICAL ACTIVITY**. He's refining his muscles and coordination and is developing speed, control, and skill.

Help him develop physical abilities. Show how God helped people in the Bible to be strong to do His will. Challenge him to be strong for God.

2). He likes to **ACHIEVE**, he likes **TEAM WORK**, and he makes a **CONTEST** out of everything he does. He likes to belong to a group/"gang".

Make every task a contest! How fast and well can we do it? Challenge him to join the Christian team in the greatest contest of all, the warfare against evil.

3). He does every **WHOLEHEARTEDLY**. He loves independence and freedom, and wants to be a leader.

Be enthusiastic! Show him what he'll get out of the activity. Teach him to serve God with his whole heart, that only with Jesus are we truly free (John 8:32, 36). God wants us to be leaders (Deut. 28:13).

4). He's **EAGER TO LEARN** about people, geography, history, current events, nature, science, mechanics.

Know your stuff! Study your honor requirements thoroughly. Let him ask questions and be prepared to answer them. Point him to the Bible, let him learn from the Book of books.

5). He likes **TO READ AND COLLECT THINGS**. He'll read whatever friends, home, and camp place before him. He likes to collect stamps, coins, etc.

Provide good reading material, the Bible and other good books. Collect shells, rocks, etc.

6). He's beginning to see **RELATIONSHIPS**, cause-and-effect, how and why things happen, how it all fits together.

Excite his curiosity about Bible geography, history. Challenge him to consider the "why" of people's actions and God's dealings with them. Invite him to be Jesus' friend.

7). His **IMAGINATION IS MORE REALISTIC**. He likes **TRUE** stories more than fiction. He identifies with the hero of these stories.

Teach principles with true Bible stories, history stories, missionary stories, etc.

Show him that faith in God and obedience to him is what makes people great.

Above all, set an example for him in your own life.

# Understanding Your Teen Camper

## (Ages 13-15)

1). Teen campers enjoy **PHYSICAL ACTIVITIES**. They are more physically mature and have a lot of ability.

Challenge them physically. Direct them to use their strength for good, to help others and serve God.

2). **SOCIAL ADJUSTMENT**. Boys become interested in girls, but girls mature about a year earlier and are often more aggressive in boy-girl relationships. Boys may be smaller, may look and feel awkward, and some withdraw from individual contacts with girls.

Encourage group activities where boys and girls can get to know one another without pressure. Avoid placing your campers in embarrassing situations.

3). Increasing interest in **SOCIAL ACTIVITIES** over mental work.

Encourage campers to get to know each other in a healthy environment, in a group. Guide them in their relationships.

4). He's in **TRANSITION** from boy to man. He's both and he's neither. His actions and thinking are sometimes childish, sometimes mature, he's not sure of himself.

Be his friend, let him know that you understand what he's going through. Be sympathetic, not critical. Respect him, don't talk down to him. He may try to "shock" you or "test" you. Be prepared! Teach him to be secure in God's love.

5). He is a **REBEL**. He wants to be an individual, independent. He resents authority/rules, specially parental.

Become his friend. He probably does not confide in his parents, but he needs adult counseling. Listen, be sympathetic, keep his confidence. Show him that maturity means learning to live within God's principles.

6). He seeks **ACCEPTANCE** from adults, but especially from peers.

Make him feel wanted, needed, and respected. Give him some responsibilities and expect him to handle them. Draw everyone into the group. Avoid cliques. Include everyone in activities.

7). He is occasionally **UNSTABLE**. He may not have a life goal. He's confused, doesn't know what he wants and willing to try almost anything. Guide him in setting goals which he can achieve in a short time. Stress the importance of submitting his life to God, knowing His plan for it and following it. Challenge him to serve God and be respectful of his peers.

# How To Connect In Special Situations

---

## **EARLY ARRIVALS:**

Some campers may be willing to help with a camp maintenance assignment.

**Things to do:** Use this time as an opportunity to get to know him/her well. Emphasize that you need to know where he/she is at all times. Have them help you move into the cabin and prepare it for the arrival of the remaining campers. Give him/her the responsibility of helping the other campers move in. Beware of this camper's feeling like the counselor's pet for the rest of the week.

No physical punishments are allowed. All discipline should be constructive and educational in nature. Take disciplinary challenges to your director.

## **BULLY:**

Craves attention, seeks peer approval.

**What to do:** Redirect his energies in other directions. Don't put him in authoritative position unless it's part of the cabin routine and all the other campers have the same opportunity to stay around when he is in charge. Speak to him alone about the problem so you don't embarrass him. When the group is working on a single camper, divide and conquer, praise him for right actions. Don't tolerate violence.

## **WANDERER:**

Misdirected sense of adventure or direction.

**What to do:** Counselors must know where every camper is at all times. Off limits for campers alone are woods, river, obstacle course, any camp machinery. Wander with him if possible, never lose sense of adventure. Let him go where he wants to within obvious limitations if he asks you first. Let him get in the habit of asking permission. If camper cannot be found, report it to headquarters immediately any time of day or night. Show the camper that he can have the most fun when he stays with his unit.

## **PRANKSTER:**

Tries to get approval from peers.

**What to do:** Pranks aren't done alone; they believe pranks to be part of the camping experience. Counselors should take pranks in fun. Maintain good attitude and don't get angry or yell. Don't tolerate pranks that tend toward vandalism. Tell the division directors immediately and try to be aware of any planning going on.

If a counselor is with campers all the time, pranks won't have opportunity to develop.





## **HOMESICKNESS:**

Nearly every camper will miss home, but may not demonstrate it. May be caused by an unstable home life and camper is afraid of what may happen while he's gone. Camp may seem like the rejection of his parents to get him out of their hair. May be caused by not being used to being away from home.

**What to do:** Recognize early signs; keep camper busy with camp activities. Beware of letting him spend time alone. Use diversion activities/responsibilities. Have staff member he likes talk to him.



## **CONTRABAND ITEMS:**

Firearms, explosives (firecrackers), excessive jewelry and make-up, knives used for carving trees, cards, matches, cigarettes, drugs or narcotics, tape players and radios.

## **DIRTY JOKES OR STORIES AND SWEARING:**

May be habitual, may be trying to put on a tough image.

### **What to do:**

Don't laugh even if it is funny because this gives him positive reinforcement. Explain that camp should provide an atmosphere for spiritual growth for the other campers. Encourage long term changes.

## **DISOBEDIENT:**

Wants peer approval, little discipline at home. They think they're hard, hot stuff.

### **What to do:**

Discipline is "to make a disciple of", never use unreasonable discipline. Insist on obedience from the first. Use your division directors.

**An idea:** Start practicing for flag raising or lowering on Sunday afternoon.

## **QUIET TIME:**

The counselor usually needs it most.

### **What to do:**

The entire unit must remain quietly within the cabin during the whole rest period. If they can be heard outside, they are too loud; climbing or swinging from the rafters is prohibited.

**Suggestions for rest period options:** rest, read or tell a story, color books or crafts, write letters. Books may be borrowed from the D.C. library.

## **SICK:**

### **General prevention:**

Clean hands and face, jackets at campfires, wear shoes at all times (except to bed), eat properly, drink lots of water, plenty of rest.

Don't totally isolate from cabin activities. Have others do special things for him: make a crafts gift, nature item from hike. Tell kids at beginning of week to come to you any time if they're sick or hurt. Make sure he gets medication regularly, it's YOUR responsibility. Take precautions against contamination spreading to other campers.

**TEASER:**

Usually a bright kid with misdirected potential.

*What to do:* Keep away from rude, vulgar or malicious teasing; use discretion in teasing the teaser; don't single out, but tease the whole group; counselors should tease in kindness; don't let teasing get out of hand or be the primary conversation of the cabin.

**UNCLEANNES:**

There will be personal inspection during the breakfast line call.

*What to do:*

Tell them to put it away not put it down; don't discourage peer pressure against sloppiness; emphasize room inspection grades; make sure your part of the cabin is clean; get all of your campers out of the sack at reveille; hands and face must be washed before every meal.

**TATTLE-TALE:**

Trying to get counselor's approval.

*What to do:*

Usually has inferiority complex; gets satisfaction from seeing others punished; demonstrates "holier than thou" attitude towards other campers; minimize but don't dramatize your response (I.e.: "I'll keep my eyes open" or "I'm already aware of it"), try to be ahead of his reports.

**BEDWETTING:**

Never embarrass the camper. Check the beds by touch and/or smell.



# How to Describe Children In Ways That Help Them To Make Positive Connections

<b>Aggressive:</b>	Determined
<b>Babyish:</b>	Acceptor of comfort
<b>Can't sit still:</b>	Energetic
<b>Clingy:</b>	Connected, bonded
<b>Compulsive:</b>	Detail oriented
<b>Conceited:</b>	High self-esteem
<b>Crabby:</b>	Speaks needs
<b>Daydreamer:</b>	Visionary
<b>Defiant:</b>	Courageous, bold,
<b>Dependent:</b>	Connected
<b>Domineering:</b>	Charismatic
<b>Fearful:</b>	Careful
<b>Finicky eater:</b>	Gourmet, particular
<b>Foolish:</b>	Trusting
<b>Fussy about details:</b>	Thorough, meticulous
<b>Goofy:</b>	Untamed creativity
<b>Guarded:</b>	Watchful observant
<b>Hyper:</b>	High energy
<b>Hysterical:</b>	Emotional, sensitive
<b>Loud:</b>	Expressive

<b>Mean:</b>	Power seeker, leader
<b>Mouthy:</b>	Expressive, open
<b>Naughty:</b>	Persistent
<b>Nosy:</b>	Curious, seeking information
<b>Quiet:</b>	Thoughtful, inner directed
<b>Rigid:</b>	High sense of order
<b>Shy:</b>	Good listener
<b>Silly:</b>	Fun loving
<b>Slowpoke:</b>	Deliberate
<b>Sneaky:</b>	Inventive, creative
<b>Spoiled:</b>	Loved
<b>Stubborn:</b>	Focused, committed
<b>Talks all the time:</b>	Expressive
<b>Talks back:</b>	Courageous, honest, assertive
<b>Tattle-tale:</b>	Justice seeker
<b>Timid:</b>	Careful, cautious

# Facts About Homesickness at Camp

---

- 1). Most youngsters experience homesickness to some degree when they are away from home.
- 2). Homesickness can be seen as **separation anxiety** or as **a crisis in confidence**: “Can I make it on my own?”
- 3). Homesickness is experienced by children of any age, boy or girl, at sleep-away or day camp.
- 4). Homesickness often reflects a child’s fears:
  - “Will my counselor like me?”
  - “Will kids tease me?”
  - “What if I’m scared or not good at stuff?”
- 5). Homesickness is not confined to first year campers.
- 6). Homesickness often carries with it a social stigma. (It is often less socially acceptable for a 14 year-old boy to show signs of it than a six year-old).
- 7). For those who experience it, the pain is very real. (Either dismissing this pain or dwelling on it does a disservice to the child suffering from it).
- 8). Homesickness is often a **parent problem**. Parents often miss their children as much as (maybe more than) their children miss them. This may be communicated, wittingly or unwittingly, to the child.
- 9). Children who perceive their parents grief or loss may feel guilty going to camp—as if they were abandoning their parents.
- 10). Children may send a homesick letter the first day of camp. After three days, when the letter arrives, most kids are doing better. Now it is the parents who need help!
- 11). When homesickness appears in a child who has previously adjusted well to camp, it is a “**red flag**”. It usually means the child...
  - a) has received some worrisome news from home or is living through a family crisis;
  - b) has been humiliated or has suffered some emotional injury at camp possibly even unreported physical or sexual abuse.

# SAFETY FIRST!

---

## Don't Take Chances

**The following section contains:**

SAFETY REGULATIONS AND GUIDELINES  
AS INDICATED BY THE  
AMERICAN CAMPING ASSOCIATION (A.C.A. )  
AND THE HEALTH DEPARTMENT

# CLOSED CAMPUS

1. We host a “Closed Campus” as published in our brochure.

Parents are welcome to come visit anytime. However, guests are not welcome without making prior arrangements with the Camp Director. This policy in itself cuts down most of the traffic. “No Trespassing” signs are posted at NVR’s gate.

2. During Staff Training week the “Intruder Alert” is reviewed.

Staff members are to report and intruder to the Camp Director at once. The campers are to be kept in their cabins or at their current activity if an intruder alert called. The County Sheriff is notified. We are not equipped to hand cuff or detain hostile intruders.

# LOST, MISSING, OR RUNAWAY P ROCEDURE

## Steps to take:

1. All staff must take role call at every activity.
2. If a camper is missing, contact their previous activity by radio and ascertain if they are still there.
3. Send a runner to see if the camper is on the path in transit.
4. Contact the Camp Administration by radio to ascertain if the camper is in the infirmary or in their cabin.
5. The Administration will contact the camper's parents within 2 hours to determine if this is usual behavior after checking all activities and exhausting possibilities.
6. The Camp Administration will contact the Sheriff's Department when all possibilities have been exhausted.

# FIRE

## How to put out a fire:

1. Fires are composed of three variables:

- a. Oxygen
- b. Heat
- c. Fuel

- By robbing the fire of any of these three variables the fire will go out.

2. In any fire situation protect the campers first and foremost by getting them out and away from the fire. Follow the Fire Emergency Plan.

3. Using a Fire Extinguisher:

### ***STEP #1***

Holding the Fire Extinguisher securely in your hand pull the pin which prevents the handle from being depressed.

### ***STEP #2***

Aim the Fire Extinguisher at the base of the blaze, squeeze the handle cover to the source of the fire.

### ***STEP #3***

Place the USED Fire Extinguisher in the Director's Cabin so the extinguisher can be serviced.



# EMERGENCY PLAN FOR EPIDEMIC

1. Meet guidelines for sanitary conditions in cafeteria and living quarters.
2. Quarantine communicable illnesses in separate cabins. Nurse brings in food tray. Consults with parents and camp doctor.

**All personnel must submit a written explanation of the event to the Camp Administration within one hour of the crisis.**

Case will be filed with the State Health Department within 10 days.

# EMERGENCY PLAN FOR THE POOL

1. Lifeguard takes necessary rescue action and at the same time signals to notify other staff (2 whistles for life threatening situation).
  - A. While the victim is being brought to the surface, the other lifeguards calmly clear the water of other persons.
    - a) Radio the Camp Nurse and Camp Director immediately. They can call 911 if the assessment merits.
  - B. First Aid is rendered and evaluation is made.
    - a) If necessary, 911 is called. Know your location. Ask for the Jonestown E.M.S. They have proven themselves competent. **512-267-1551**.
    - b) Primary rescuer is responsible for the entire rescue.
      - Follow American Red Cross Procedure.

**All personnel must submit a written explanation of the event to the Camp Administration within one hour of the crisis.**

Case will be filed with the State Health Department within 10 days.

# EMERGENCY PLAN FOR SEVERE WEATHER

1. The signal for a weather emergency will be continuous ringing of the Cafeteria Bell. Announcements will be made over the P.A. if electricity is available.

A. NOT LEAVE THE BUILDING YOU ARE IN if it is hailing or pouring down rain in a manner which threatens the safety of our campers.

B. Use a radio to call for instructions. **If a radio is not available, stay put until instructions come to you.**

a) In the event of a tornado, assemble your campers in the most interior room or closet of the building you are in.

**STAY AWAY FROM THE WINDOWS.**

b) Cafeteria inhabitants crowd into the kitchen area. Stay out from under the vaulted ceiling of the dining area.

**STAY AWAY FROM THE WINDOWS.**

c) If caught in the open, hunker your campers down in a ravine or deep ditch (stay out of deep WATER). GET DOWN. Huddle your campers together. Pray and sing. You're already wet.

**CAMPER ROLE CALL WILL BE MADE ON THE PLAYGROUND  
IN FRONT OF THE DIRECTOR'S CABIN AS SOON AS THE CRISIS  
PASSES.**

**Be calm. ALL PERSONNEL MUST SUBMIT A WRITTEN  
EXPLANATION OF THE EVENT TO THE CAMP ADMINISTRATION  
WITHIN ONE HOUR OF THE CRISIS.**

# EMERGENCY PLAN FOR WILD FIRE

1. At first notice of a grass fire contact a member of the Administration. Use a radio. Send a runner if need be, but DON'T leave campers unattended.

A. The continuous honking of an automobile horn is the signal for fire.

Announcements over the P.A. system will be made if electricity is available.

**CAMPER ROLE CALL WILL BE MADE ON THE PLAY GROUND  
IN FRONT OF THE DIRECTOR'S CABIN.**

B. Structure Fires

a) Detain all campers at their current ACTIVITY. If meals are in progress, set a parameter at the cafeteria and detain the campers there.

C. Automobile Fires

a) Detain all campers at their current ACTIVITY. If meals are in progress, set a parameter at the cafeteria and detain the campers there.

2. Off Duty or personnel designated by an Administrative person will be sent to address and assess the situation.

A. Fire extinguishers and fire hoses will be used to contain the situation.

911 will be called if the situation merits.

B. Be clam. Things can be replaced. The CAMPERS MUST BE KEPT SAFE.

**All personnel must submit a written explanation of  
the event to the Camp Administration  
within one hour of the crisis.**

Case will be filed with the State Health  
Department within 10 days.

# EMERGENCY PLAN FOR THE LAKE FRONT

1. Lifeguard takes necessary rescue action and at the same time signals to notify other staff (2 whistles for life threatening situation).

A. While the victim is being brought to the surface, the other lifeguards calmly clear the water of other people and detain them at least fifty feet from the rescue operations.

a) A person is dispatched to notify the Camp Nurse and Camp Director.

B. First Aid is rendered and evaluation is made.

a) If necessary, 911 is called. **Know your location. Ask for the Jonestown E.M.S. They have proven themselves competent. 512-267-1551.**

b) Primary rescuer is responsible for the entire rescue.

• Follow American Red Cross Procedure.

**All personnel must submit a written explanation of the event to the Camp Administration within one hour of the crisis.**

Case will be filed with the State Health Department within 10 days.

# INCIDENT / ACCIDENT FORMS PROTOCOL

**A.** In the Staff Lounge are Incident/Accident Forms. These brief forms are for the staff to use to give a brief detail regarding incidents. Replace the form in the Incident/Accident Form Box.

Any accident bad enough to require a visit to the nurse will not be on these forms. Nurse will have logged the accident in her official log entry.

**B.** The fourth quarter of each year the Camp Director will review the Incident/Accident Forms to analyze potential accident areas and determine what may be done to change the accident dynamics.

The idea is that a group of incidents lead up to accidents. Accidents are usually avoidable if the incident's dynamics are changed.

# TRANSPORTATION AND CAMP VEHICLES

1. Any vehicle transporting campers to or from the lake front activities must have a driver of at least 21 years of age and a First Aid certified staff member present to provide care to the campers in the event of an accident while in route.
2. In the event of a mechanical problem or an accident, the campers must be supervised at all times by one of the two staff members.
3. In the event of an emergency, call (817) 933-8130 which is Pastor Josh Murillo's (Camp Director) cell phone number or call Nameless Valley Ranch (512) 267- 9241 (Camp Office) asking to speak to one of the administration. Do not leave the campers unattended. **Call 911 and ask for the North Shore Fire and Rescue to respond.**
4. In the event of an accident take down the license numbers of any other vehicles present, names and phone numbers of those involved, name of their insurance company and their policy number from their "proof of insurance".

Within the hour, write a description of the accident. Hand it to the camp director as soon as you can.

5. Drivers using camp vehicles will obey the State Department of Transportation Traffic Laws. They will exercise notable caution when driving on Nameless Valley Ranch so as to not run over a person, specially maneuvering the curve coming up the cafeteria hill. Drivers will slow down when traveling down the hill towards the pond.
6. The vehicles must not be loaded over the manufacturers recommended capacity for passenger seating.
7. Seat belts must be worn whenever they are provided.

8. All vehicles used for transporting campers and staff must be equipped with:
  - A First Aid Kit
  - Reflectors
  - A fire extinguisher
  
9. Any transportation of campers or staff by private vehicles must have a Permission Transport” form filled out by the vehicle owner and on file in the camp office.
  
10. Daily, the driver visually checks the vehicles tires for adequate pressure.
  
11. Weekly the Camp Director gives basic maintenance to the vehicles including.
  - Filling with gas
  - Checking tire pressures with a gauge
  - Checking the engine oil level
  - Verifying the horn works
  - Verifying the lights and blinkers work
  - Check brakes and fluid levels
  - Windshield and wiper conditions
  - Emergency warning systems
  
12. All drivers of camp vehicles will have a copy of their license on file.
  
13. The camp will review a driver’s record prior to camp by giving the name and the license number to our insurance company.
  
14. During Staff Training Week drivers of camp vehicles will learn and demonstrate:
  - a. How to safely back up
  - b. Loading and unloading passengers at the pick-up point
  - c. How to deal with mechanical break downs
  - d. Refueling procedures
  - e. Giving the vehicles it’s daily safety check
  
15. Each driver will demonstrate their driving habits to the camp director.



# WAVE RUNNERS

1. Always wear a Personal Flotation Device (PFD).
2. All drivers must be approved by Jim Rogers.
3. Stay at least 100 ft. from shore and other solid objects.
4. Engine stop lanyard will be connected to the driver when the Wave runner is in operation.
5. Observe all waterway signs and speed limits.
6. Follow right-of-way rules. Yield to craft approaching from the right.
7. Operator must pay attention to surroundings at all times.
8. Wave runners will not be operated during adverse weather such as rain and thunderstorms.
9. Wave runners will not be used to pull skiers.

# HORSES

1. Horses are never to be ridden without supervision.
2. No running of horses outside of the corral.
3. Horses wrangler has charge of all the horses, stables, and corral and is the only one who may authorize all activities.

# CAMPER-COUNSELOR CONTACT

- A.** We show Bob Ditter’s video “Kid’s Are Talking” and “Guidelines for Camper-Counselor Contact” before camp and develop his instruction dealing regarding speaking to and listening to campers in a respectful manner.
- B.** The basic focus of our staff is to be primarily interested in the needs and interests of the campers rather than on themselves.

## DISCIPLINE

- A.** Corporal punishment is forbidden. Disciplinary management is reviewed during staff week. It includes positive re-enforcement and unit privileges. If the conduct of a camper insists on breaking on of our three basic rules, the counselor brings the camper to the Area Director. After an evaluation completed by the Area Director, if the camper can not rescind their attitude and curtail their conduct, the Area Director notifies the Camp Director and he calls their parents to come get their child.
- B.** Staff members are taught to watch for child abuse. We review and practice the laws of non-verbal behavior. The “child abuse” 800 number is posted in the office and available to staff members in case it is necessary to call. The staff is to report any issue of “child abuse” to their Area Director before calling the 800 number.

# REFRIGERATORS

are reserved for  
sodas and water  
**ONLY**



PERISHABLE  
FOODS AND  
CANDIES ARE NOT  
TO BE PLACED IN  
THE UNITS.

(This is a matter of the Health Department  
and Accreditation. Thanks)

**Important**

*\* Fridge temperatures shall be checked twice a day by Counselors and written down in the log provided by camp administration.*

# Refrigerator Temperature Log

Cabin # \_\_\_\_\_

Counselors \_\_\_\_\_ & \_\_\_\_\_

**Sunday:**

AM. \_\_\_\_\_

PM. \_\_\_\_\_

**Monday:**

AM. \_\_\_\_\_

PM. \_\_\_\_\_

**Tuesday:**

AM. \_\_\_\_\_

PM. \_\_\_\_\_

**Wednesday:**

AM. \_\_\_\_\_

PM. \_\_\_\_\_

**Thursday:**

AM. \_\_\_\_\_

PM. \_\_\_\_\_

**Friday:**

AM. \_\_\_\_\_

PM. \_\_\_\_\_

**Sabbath:**

AM. \_\_\_\_\_

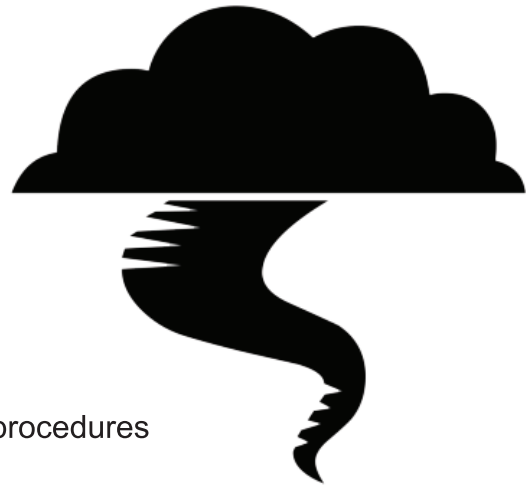
PM. \_\_\_\_\_

Observations:

# PROCEDURES IN CASE OF SEVERE THUNDERSTORM/TORNADO WARNING

## GET LOW, STAY LOW, AVOID ALL WINDOWS

- 1) Immediately stop all activity and take roll.
- 2) Radio-in your status (missing, extra, all campers present) to the Activities Director.
- 3) Seek shelter in an interior room on the lowest floor in building such as: bathroom, hallway or storage closet.
- 4) Sit in tucked position away from windows.
- 5) Grab a mattress for shielding if possible.
- 6) Close room doors.



### Where do we go?

1. Sports court: Cafeteria Storage room
2. Pool: Cafeteria Storage room
3. Soccer/Football: Nurse Cabin hallway, follow “in cabin” procedures
4. Baking: Remain inside, follow “in cabin” procedures.
5. Arts and Crafts/ Drama: Remain inside, life campers in the hallway in tucked position.  
To avoid confusion between classes, do not allow mixed seating.
6. Hoses/Canoes/Mountain Biking: You will be shuttled to the Arts and Crafts building.  
To avoid confusion between classes, do not allow mixed seating.
7. Lake: Always monitor the weather, if possible, return to Director’s cabin and follow “in cabin” procedures. If this is not possible, seek the lake’s designated shelter.

### Once you’ve reached safety.

1. Avoid restroom breaks.
2. Keep a safe and quiet atmosphere.
3. If a camper is having a meltdown, pull aside for comfort to avoid scandalizing others.
4. Directors: Keep your radio and cell phone ON for further instructions.

**YOU ARE RESPONSIBLE FOR YOUR CLASS  
THE ENTIRE TIME OF EMERGENCY.**

# CODE BLUE: MISSING CAMPER

If a “**Code Blue**” is called over the radio, this means that there is a missing camper. **Code blue** will be called after regular transition time has expired and camper is still a no-show.

- 1) STOP all activities immediately.
- 2) Take roll, radio/call in your status.  
Physical number of campers must match your roster.
- 3) Communicate with the activities director via radio. Report whether campers are “**all present**”, **missing or if you have an extra** person that is not on your roster.
- 4) Limit restroom breaks. Counselors must accompany campers.
- 5) Continue to monitor radio, listen for further instruction.
- 6) Code may only be lifted by the Director on duty.
- 7) You may resume activity once code is lifted.

## CONTINUOUS SEARCH UNTIL CODE IS LIFTED

**Boy’s and Girl’s Directors:** Inspect respective villages, inside/behind each cabin.

**Sport’s Director:** Inspect bush area surrounding sports court.

**Soccer/Football Director:** Inspect inside DC/Nurse’s cabin and the surrounding area.

**Canoe Staff:** One staff member: monitor campers (all campers must be out of the water).

**Director:** Check the bushes and all surrounding areas.

**All other lifeguards:** SEARCH WATER following Life Guard Procedures until camper is found.

**Mt. Biking, Barn:** Halt activity, take roll and return to your station.

**Senior Staff:** Patrol all roads. Personal vehicle use is granted for this purpose.

**Support Staff:** Help where needed.

# CODE BLACK: INTRUDER ALERT

If a “**Code Black**” is called over the radio, this means that there is an intruder. If you spot an intruder, contact the Director on duty. Director will then issue a “**Code Black**”.

- 1) STOP activity immediately
- 2) Take roll, radio/call in your status.  
Physical number of campers must match your roster.
- 3) Communicate with the activities director via radio. Report whether campers are “**all present**”, **missing** or if you have an **extra** person that is not on your roster.
- 4) Counselor must accompany campers in case of **emergency** restroom break.
- 5) Continue to monitor radio.
- 6) Do not move from the premises until “code black” is lifted.
- 7) Code may only be lifted by the Director on duty.

**KEEP RADIO VOLUME  
TURNED UP FOR FURTHER  
INSTRUCTIONS**

# CODE RED: WEAPON ALERT

If a “Code RED” is called over the radio, this means that there is a weapon. Anybody can call this code if weapon is spotted, repeat 3 times.

- 1) STOP activity immediately
- 2) Find Shelter inside nearest building. Take cover away from windows and duck on the floor. Remain on the floor.
- 3) Take roll, radio/call in your status.  
Physical number of campers must match your roster.
- 4) Communicate with the activities director via radio. Report whether campers are “all present”, missing or if you have an extra person that is not on your roster.
- 5) Remain on the floor. Do not leave the premises until “code red” is lifted.
- 6) Code can only be lifted by Directory on duty.

- \* Mountain Biking and Horsemanship stop activity and seek nearest shelter. Keep communication through radio. Use cell phone to report your physical location.
- \* If part of your staff is walking kids to their next class, please inform them of code red immediately via cell phone.

**KEEP RADIOS/CELL PHONES  
TURNED ON AND FOLLOW  
ALL INSTRUCTIONS**





# LOCKED GATE

## CODE IS CHANGED REGULARLY

Do not share the combination.  
Keep gate locked at all times.

**Visitors:** Pre-approved and Pre-registered guests only. Must present a photo I.D. and are expected to adhere to camp protocol including, but not limited to: dress code, schedule, and parking regulations. Visitors are not permitted to spend the night in a camper occupied cabin.

### **Hours**

Visitors between 8:00A.M. – 5:00P.M: Contact office (512) 267 – 9241

Visitors between 5:00P.M. – 10:00P.M: Contact Ranger

**After hours:** If you are expecting a visitor after hours, please make previous arrangements. You will need to pre-register them with the office between 8:00A.M. and 5:00P.M. If you fail to do so, your visitors will not be allowed on campus. It is important you plan ahead.

**Day/time off:** Do not share the combination. A staff member must be the one to unlock the gate. Supplying the code to your visitors is unacceptable. If combination is being shared with a non-staff individual, you are jeopardizing the safety of all your privilege will be revoked. Please do not leave worship to receive visitors.

# Disciplinary Action Form

## SUMMER CAMP



\_\_\_\_\_  
NAME: \_\_\_\_\_  
DATE OF OFFENSE: \_\_\_\_\_  
CABIN: \_\_\_\_\_  
COUNSELOR: \_\_\_\_\_

**Detailed description of offense:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disciplinary action taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Agree with discipline  
\_\_\_ Disagree with discipline (attach a letter of disagreement)

Camper Signature: \_\_\_\_\_ Director's Signature \_\_\_\_\_

**Supplemental Signatures if relevant to the offense**

Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Maintenance Request Form

Date: \_\_\_\_\_

Request by: \_\_\_\_\_

Cabin or Area: \_\_\_\_\_

Details of problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_